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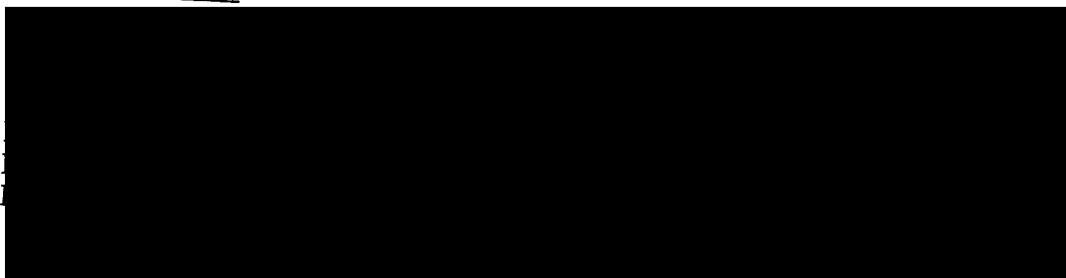
OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

29 November 1973

1. Present were:

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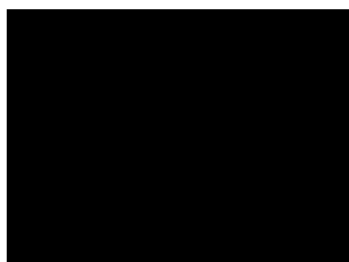


2. Pertinent Items of Interest:

a. Promotions

In announcing promotions from GS-13 to GS-14 for the following individuals, Mr. Osborn commented that these persons had undergone a most rigorous competitive selection process by the Career Board. They are:

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- Special Projects Staff/DDS&T
- [Redacted]
- Security Records Division
- Information Services Group/DDO
- Office of Special Activities/DDS&T
- Technical Division
- [Redacted] Staff/DDS&T

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b. Reassignments

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Mr. [Redacted] announced the following reassignments:

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25X1A [REDACTED] to Office of Special Activities
Security Staff, Science and Technology
Directorate

25X1A [REDACTED] to Information Services Group,
Operations Directorate

25X1A [REDACTED] to External Activities Branch,
Security Support Division, as Acting Chief

25X1A [REDACTED] to Clearance Division

c. Agency Parking

Mr. Osborn stated that the DCI's Management Committee has decided not to adopt a proposed zoned parking system at the Headquarters Building. Under this proposal, reserved parking spaces would have been limited to no more than one hundred persons. All other parking spaces would have been available on a first-come basis within zones assigned to the various Directorates. The present lane system will continue but with a few modifications to be announced later. New permits for both lane and reserved parking will be issued around the middle of January 1974.

d. Parking Violations

Mr. Osborn further commented that a proposal is under study to make supervisors aware of the Headquarters compound parking violation tickets issued to employees under their cognizance in an effort to bring additional corrective pressure to bear, besides a system of fines. Many nonpermit drivers occupy permit-only parking spaces near the Headquarters Building in an act of willful violation of the parking regulations, accepting the parking fine as the cost to be borne for a more accessible parking location.

e. Monthly Statistical Report/OS

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- 25X1A Mr. [REDACTED] indicated that the Plans, Programs Branch is deeply involved in revising the Office of Security's Monthly Statistical Report. A revision is necessitated because of the reorganization of the Office. The objective for the new report is to try to reflect more accurately the work being accomplished by the various components of the Office of Security.
- f. Personnel Security and Investigations
- 25X1A Mr. [REDACTED] indicated that, while [REDACTED] may be allowed to leave the hospital and go home next week, his doctor is limiting hospital visits to his family only. 25X1A
- 25X1A Mr. [REDACTED] also indicated that the completion time by the field of applicant cases had dropped three days in October to 35.7 days. He said that great emphasis had been made at the Special Agents in Charge Conference on doing everything possible to reduce the completion time on all cases.
- g. Fitness Reports
- 25X1A Mr. [REDACTED] urged everyone to thoroughly study the new [REDACTED] on Personnel Evaluation. He stated that fitness reports are to be handled on a "Management by Objectives" basis in that the supervisory rater must put each employee's duties down in writing, discuss them with the employee, setting objectives to be achieved by the employee, and then evaluate the employee's fitness in terms of his ability to accomplish these objectives. 25X1A
- h. Agency Christmas Parties
- 25X1A Mr. [REDACTED] indicated that Christmas parties in Agency facilities will be limited to the dates 19, 20, and 21 December. They cannot begin before

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3:30 p.m., and must be over by 6 p.m. Supervisors will be responsible for the conduct of their employees during these parties.

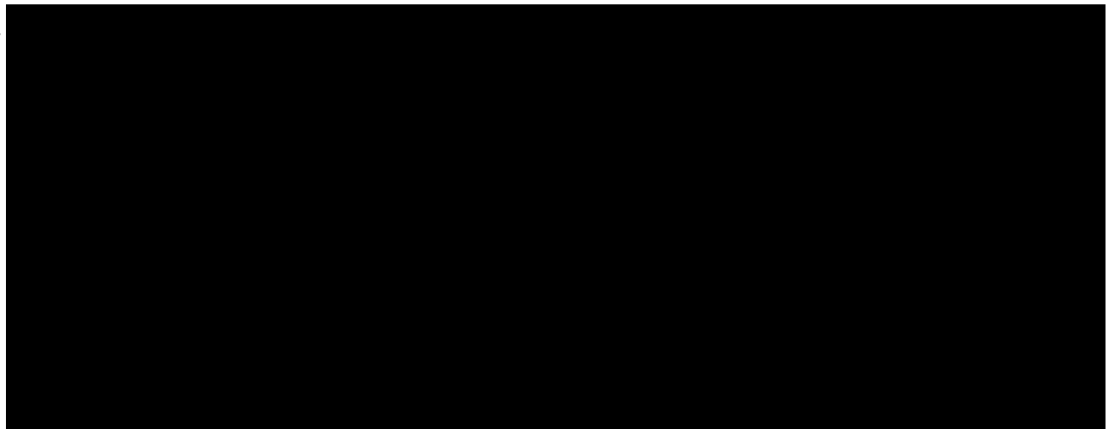
i. Family Visitation Days

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Mr. [REDACTED] said that the Office of Security will host a Family Visitation Day for the families of employees of the General Services Administration and General Services, Incorporated, assigned to the Agency in guard, char, maintenance, or cafeteria activities. This will take place on Saturday, 1 December, beginning at 11 a.m.

j.

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k. Special Security Center

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Mr. [REDACTED] stated that on 23 November 1973, the President approved the modification of some of the controls relating to compartmented intelligence activities. This will permit much of the compartmented information to come out of the system at the SECRET classification level. Only the highly significant information would continue to be protected by the compartmented intelligence security system.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Minutes of OS Weekly Staff Meeting

FROM: 25X1A [REDACTED] PPB <i>EWU</i>	EXTENSION	NO.	DATE
	5311		30 November 1973
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. AC/PPB	11/30/73		25X1A
2. DD/P&M	30 NOV 1973		
3. D/Security	3 DEC 1973		
4. DD/Security	3 DEC 1973		
5.			
6. 25X1A Mr. [REDACTED]			
7.			
8.			
9.			
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11.			
12.			
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14.			
15.			